



## HOWARD COUNTY SHERIFF'S DEPARTMENT JOB POSTING

Location: Howard County Criminal Justice Center  
Open Position: COURT SECURITY OFFICER  
Date of Posting: April 25, 2017  
Deadline to Apply: May 8, 2017  
Position Start Date: TBD

**General Statement of Duties:** : Greet visitors to the Howard County Courthouse and ensure visitors pass through screening as appropriate. Permit authorized persons to enter. Warn violators of infractions for carrying forbidden articles and weapons. Patrol the Courthouse. Watch for irregularities such as fire hazards, vandalism, property damage, loiterers and persons engaged in criminal acts. Warn and expel if necessary violators of rule infractions, such as smoking, loitering or carrying forbidden articles. Detain and arrest persons engaging in criminal activity or who have arrest warrants. Enter data into a security log, including unusual occurrences, suspicious visitors and other information collected or observed. Monitor surveillance system and respond to unusual occurrences. Carry a firearm in the performance of assigned duties. Establish and maintain cooperative, effective, and productive working relationships with the public, co-workers, law enforcement agencies and others using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed time-frames. Attend training as assigned. Any other duty as assigned.

Education and Experience: High school diploma or general education degree (GED); Prior law enforcement or security work preferred.

Training requirements: Pre-Basic Law Enforcement preferred; must have the ability to be Pre-Basic Law Enforcement trained, Operation of security and metal detecting equipment, standard first aid training, this includes Adult/Child CPR, Automated External Defibrillator (AED) and Basic First Aid.

### EQUAL OPPORTUNITY EMPLOYER

Interested applicants should submit their application or letter of intent if employed by the Howard County Sheriff's Department to:

Ree Moon, Personnel  
1800 W. Markland Ave  
Kokomo, Indiana 46901